



**LINER/GEOCOMPOSITE
PRE-INSTALLATION
MEETING MINUTES**

Reference No. 056393

PROJECT: 12th Street Landfill Operable Unit No. 4 - Remedial Alternative Implementation
481 12th Street, Plainwell MI 49080 056393
Allied Paper/Portage Creek/Kalamazoo River Superfund Site

LOCATION: Site Trailers DATE: August 31, 2010 TIME: 2:00 p.m.

Participants:

Michael Berkoff, U.S. EPA	Grant Koster, CH2M Hill	Jeff Keiser, CH2M Hill	Renee Pionk, CRA
Pete Lewis, CRA Services	Jodie Dembowske, CRA Services	Greg Carli, CRA	Aaron Stadnyk, CRA
Rick Hoekstra, CRA	Hassan Gilani, Inspec-Sol	Kristi Zakrzewski, MDNRE	Mike Joslyn, Mid- America Lining

Distribution:

To all participants listed above.	Richard Gay, Weyerhaeuser	Scott Hutsell, CH2M Hill	

Item	Description	Action By
	<u>MEETING AGENDA</u>	
1.	Introduction of all Parties (Consultant/Contractor/Regulator)	
2.	Definition of Roles and Responsibilities	
3.	Lines of Authority and Lines of Communication	
4.	Review of Site-Specific QC Monitoring Procedures	
5.	Establish (or Review of) Installation Procedures	
6.	Define Methods of Acceptance	
7.	Review Time Schedules	
8.	Review PPE and Applicable Regulations	
9.	Review Safety Plan and Procedures	
10.	Review Panel Layout and Numbering System	
11.	Methods of Measuring Production and Incremental Acceptance	
12.	Examine Site to Review Surface Preparation and Site Access	
13.	Review Critical Design Issues	

US EPA RECORDS CENTER REGION 5



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<i>Item</i>	<i>Description</i>	<i>Action By</i>
1	<u>INTRODUCTION OF ALL PARTIES (CONSULTANT/CONTRACTOR/REGULATOR)</u>	
1.	The consultant was identified as CRA, the contractor was identified as CRA Services, the regulator was identified as the U.S. EPA and the U.S. EPA's Oversight Contractor CH2M Hill, and the CRA Services subcontractor was identified as Mid-America Lining.	
2	<u>DEFINITION OF ROLES AND RESPONSIBILITIES</u>	
	<p>The roles and responsibilities of the parties involved were identified as follows:</p> <p>Michael Berkoff, U.S. EPA Grant Koster, CH2M Hill, Oversight Contractor for the U.S. EPA Jeff Keiser, CH2M Hill, Oversight Contractor, Senior Project Manager for the U.S. EPA Scott Hutsell, CH2M Hill, Oversight Contractor, Project Manager for the U.S. EPA Kristi Zakrzewski, MNDRE Richard Gay, Weyerhaeuser, Project Manager Greg Carli, CRA, Project Manager Aaron Stadnyk, CRA, Project Coordinator Rick Hoekstra, CRA, Project Design Engineer Renee Pionk, CRA, Site Oversight Engineer Hassan Gilani, Inspec-Sol, Project Geotechnical Engineer Jodie Dembowske, CRA Services, Construction Manager Pete Lewis, CRA Services, Superintendent Mike Joslyn, Mid-America Lining, Project Manager Greg Parrot, Mid-America Lining, Superintendent Eric Robertson, Mid-America Lining, QC Personnel Additionally, after the departure of Dan Nelson, CRA, Site Health and Safety Officer (scheduled for September 2, 2010), health and safety monitoring responsibilities will be conducted by Renee Pionk.</p>	



Item	Description	Action By
3	<u>LINES OF AUTHORITY AND LINES OF COMMUNICATION</u>	
	Mid-America Lining will work as a subcontractor to CRA Services and will provide Quality Control (QC) personnel during installation of the liner and geocomposite material. CRA will provide engineering oversight and QC oversight during installation of the liner and geocomposite material. The CRA Site engineer and/or CRA QC staff person will notify the Mid-America Lining QC personnel of issues regarding the installation of materials. Installation issues resulting in significant field changes will be reported to the CRA Services and Mid-America Lining superintendents and the CRA project coordinator and engineer.	
4	<u>REVIEW OF SITE-SPECIFIC QC MONITORING PROCEDURES</u>	
	Roll numbers have been verified by CRA/CRA Services for liner and geocomposite rolls delivered to the Site. Mid-America Lining will provide QC personnel to document trial welds, panel placement and seaming, field destructive tests, repairs, and non-destructive tests. Mid-America Lining indicated that they will be using their own forms to document the liner installation. CRA requested a copy of the forms to be used, and Mid-America Lining indicated the forms would be emailed to CRA Services for review by CRA. Mid-America Lining indicated that their QC staff person would be entering the installation information into a field notebook and then transferring the information to an electronic format. Mid-America Lining indicated that an electronic copy of the installation data would be provided that morning after each work day. CRA also requested that a copy of the field log book notes be provided at the end of the liner and geocomposite installation work. The CRA Site engineer and/or QC staff person will provide oversight of the Mid-America Lining QC staff person and will verify test records and check for damage on the liner and geocomposite during installation and report repair areas to the Mid-America Lining QC staff person. The laboratory for the destruct testing will be TRI, and samples would need to be ready by 5:00pm during weekdays in order to make the FedEx overnight deadline.	Mid-America Lining
5	<u>ESTABLISH (OR REVIEW OF) INSTALLATION PROCEDURES</u>	
	Liner and geocomposite rolls will be transported to the installation area via a front-loader and the rolls will be deployed using an all-terrain vehicle (ATV). CRA requested that Mid-America Lining be aware of the tire treads produced from the ATV, which if significant, could potentially damage the 6-inch sand layer and liner. Mid-America Lining provided a draft panel layout diagram and indicated that liner and geocomposite installation would begin at the northeastern portion of the landfill.	
6	<u>DEFINE METHODS OF ACCEPTANCE</u>	
	Mid-America Lining indicated that a sub-grade acceptance form is used each morning prior to installation of the liner/geocomposite material. This form would need to be signed by a representative of Mid-America Lining and by a representative of the owner.	



**CONESTOGA-ROVERS
& ASSOCIATES**

<i>Item</i>	<i>Description</i>	<i>Action By</i>
7	<u>REVIEW TIME SCHEDULES</u>	
7.	CRA Services anticipated placing the gas venting layer this week and a portion of next week. Liner installation may potentially start on Monday, September 13 th , but could start earlier pending progress with placing the gas venting layer and weather conditions.	
8	<u>REVIEW PPE AND APPLICABLE REGULATIONS</u>	
	Work will be performed in Level D PPE.	
9	<u>REVIEW SAFETY PLAN AND PROCEDURES</u>	
	Exposed residual areas will be marked off. Dust will be controlled on an as-needed basis. A support zone will be established for worker breaks. Job safety analysis (JSA) forms will be reviewed.	
10	<u>REVIEW PANEL LAYOUT AND NUMBERSING SYSTEM</u>	
	Panels will be designated as P-1; destruct samples will be designated as DS-1; and repairs will be designated as R-1.	
11	<u>METHODS OF MEASURING PRODUCTION AND INCREMENTAL ACCEPTANCE</u>	
	The panel layout and destruct and repair locations will be surveyed.	
12	<u>EXAMINE SITE TO REVIEW SURFACE PREPARATION AND SITE ACCESS</u>	
	All parties participated in a Site walkover prior to the meeting. Mid-America Lining indicated they would access the Site for all installation from the south entrance.	
13	<u>REVIEW CRITICAL DESIGN ISSUES</u>	
	None.	

☐ Attachments: None

Prepared By: Renee Pionk - CRA Date Issued: September 7, , 2010

This confirms and records CRA's interpretation of the discussions which occurred and our understanding reached during this meeting. Unless notified in writing within 3 days of the date issued, we will assume that the following interpretation or description is complete and accurate.